



**DEPARTMENT OF THE NAVY**  
PERSONNEL SUPPORT ACTIVITY DETACHMENT MONTEREY  
1588 CUNNINGHAM RD.  
MONTEREY, CALIFORNIA 93943-5210

IN REPLY REFER TO:  
1000  
Ser 00/035  
30 Apr 02

From: Chief Petty Officer in Charge, Personnel Support Activity Detachment, Monterey

Subj: MINUTES OF THE 25 APR 02 PERSUPPDET MONTEREY PASS LIAISON  
REPRESENTATIVE (PLR) MEETING

1. The monthly PLR meeting was held on Thursday, 25 Apr 02 at 0930. The commands represented were NPS, NTTCD, NAVAIRESCEN San Jose, NMAU, Branch Dental and FNMOC.

2. Topics of discussion were as follows:

**Customer Service/Receipts:**

- UNPAID DENTAL CLAIMS UNDER THE TRICARE FAMILY MEMBER DENTAL PLAN: The Tricare Dental Program was replaced by the Tricare Family Member Dental Program (TFMDP). United Concordia Companies Incorporated (UCCI) assumed direct administration of claims settlement for the Tricare Dental Program and TFMDP. Many sponsors and family members were erroneously disenrolled from TFMDP, the application was never processed or they were never offered the opportunity to enroll. Family members whose claims were denied because of one of the previously mentioned reasons may be eligible to correct their status and obtain payment of their claims through UCCI. All inquiries concerning TFMDP must first be addressed to UCCI at 1-888-622-6358. For further guidance refer to NAVADMIN 099/02.

**Educational Service Office:**

- CPO/E7 SELECTION BOARD PACKAGES: Candidates may communicate with Selection Board President as follows:

\* Correspondence must be postmarked no later than 24 May 02, and addressed to Commander Navy Personnel Command, (PERS-811), President FY-03 Selection Board (Active) 5720 Integrity Dr, Millington, TN 38055-8110.

\* All correspondence to the President of Selection Board must be submitted by the candidate. For more information refer to NAVADMIN 275/01.

**Transfers/Separations:**

- TRANSFER (EFFECTIVE DATE): Personnel transferring during the weekend (Saturday and Sunday) will have to pick up their transfer package from the PSD Duty Section between the hours of 0900-1000 at PSD.

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- PARTIAL DLA: Partial DLA of \$500.00 is payable to a member who is ordered to occupy or vacate government family-type quarters for any reason other than permanent change of station (PCS) such as renovation. Partial DLA is not authorized for those local moves from government quarters upon separation or retirement.

- STOP LOSS POLICY AND PROCEDURES: NAVADMIN 100/02 outlines procedures the Navy will implement for Officer and Enlisted personnel of Active Duty and Ready Reserve Components. Normal gain/loss and PCS activity during the national emergency will continue. A list of affected personnel can be found on BUPERS access. This NAVADMIN addresses 12 issues relating to Stop Loss:

INVOLUNTARY EXTENSIONS BEYOND ONES EAOS  
EXTENSIONS OF OBLIGATED SERVICE BEYOND 48 MONTHS  
WAIVER FROM STOP LOSS  
OFFICER RESIGNATION/RELEASE FROM ACTIVE DUTY (RAD)  
OFFICER RETIREMENTS  
ENLISTED FLEET RESERVE/RETIREMENTS  
ID CARDS FOR SERVICE MEMBERS AND FAMILY MEMBERS  
HIGH YEAR TENURE (HYT)  
ENLISTED PERSONNEL ASSIGNMENT OPTIONS  
OPHOLD  
NAVAL RESERVE  
PASS MISC

**Military Pay:**

- EMPLOYEE/MEMBER SELF SERVICE (E/MSS): E/MSS is a tool that allows Department of the Navy (DON) civilian employees paid by the Defense Civilian Pay System (DCPS) and military members to make routine changes to their official pay account using either an interactive voice response telephone system or the internet. To support the Navy's policy in the utilization of E/MSS, PSD Monterey will no longer print and distribute monthly LES's effective 1 July 02. Each tenant command is advised to encourage the use of E/MSS by their personnel as an alternative way to receive LES's. For detailed information to access E/MSS accounts see attached PSD Newsletter.

- BASIC ALLOWANCE FOR HOUSING (BAH) ADVANCES: Advance payment for BAH can be authorized by the member's Commanding Officer, designated representative to pay advance rent, security deposits, utilities and initial expenses incident to occupying other government housing.

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The member must submit a special request chit, copy of the lease, utility company statement, phone company, cable, or any other pertinent documentation available to his/her chain of command for approval. Once approved, bring the approved special request chit and supporting documents to PSD for payment processing. The amount payable will be determined based on the required amount of rent, deposit, utilities and other incidental expenses. BAH payments shall not exceed a total of 3 months of BAH expected to be accrued by the member. For example, an E5 single receives a BAH rate of \$1,079.00 per month. The total amount needed to move in is \$1500.00 and is requesting 3 months BAH ( $1079.00 \times 3 = 3237.00$ ). The allowable amount to be paid will be the lesser of the two, which is \$1,500.00.

- FAMILY SERVICEMEMBER'S GROUP LIFE INSURANCE (FSGLI): Due to software problems experienced by the Defense Manpower Data Center (DMC) during the file transfer process, the FSGLI deductions for April 02 will be processed during the April 02 end of month. The April 02 deduction for FSGLI will be taken from the 1 May 02 pay date in one lump sum vice the normal processing method of half of the deduction taken from mid month pay and the remaining deduction from end of month pay.

- THRIFT SAVINGS PLAN (TSP) OPEN SEASON: The next open season will be from 15 May 02 – 31 July 02. If you missed the initial sign-up period, now is the time to get your savings started. The open seasons are also the time to review your contribution percentages and make adjustments as needed accordingly.

**I. D. Cards:**

- COMMON ACCESS CARDS (CAC): PSD Monterey will not be a part of the mass issuance of the CAC cards. PSD will issue CAC cards to any military, or DOD civilians/contractors on a first come first serve basis, in addition to lost/stolen, change in rate, reenlistment, or expired cards. In order for DOD civilians to receive a CAC card they will need a completed DD Form 1172-2, signed by the Human Resource Office (HRO).

**Travel:**

- IRS ISSUES STATEMENT ON TAXIBILITY OF FREQUENT FLYER MILES: Since the passage of legislation permitting federal employees to use frequent flyer miles or other promotional benefits accumulated during official government travel for personal use, federal workers have questioned the tax implications of this new benefit. To answer these questions, the Internal Revenue Service (IRS) has issued Announcement 2002-18, "Frequent Flyer Miles Attributable to Business or Official Travel." In the announcement, the IRS states that there are numerous technical and administrative issues relating to these benefits on which no official guidance has been released. Because of these unresolved issues, the IRS says that it "has not

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pursued a tax enforcement program with respect to promotional benefits such as frequent flyer miles." Consistent with prior practice, the IRS says that it "will not assert that any taxpayer has understated his federal tax liability by reason of the receipt or personal use of frequent flyer miles or other in-kind promotional benefits attributable to the taxpayer's business or official travel." Future guidance on the taxability of these benefits will be applied prospectively, states the IRS. There is one caveat, however. This relief does not apply to travel or other promotional benefits that are converted to cash, to compensation that is paid in the form of travel or other promotional benefits, or in other circumstances where these benefits are used for tax avoidance purposes. If you have questions about this issue, you can call the IRS at (202) 622-4606.

**Transportation:**

- UPDATED SECURITY PROCEDURES ON AMC OPERATED MISSIONS: Due to recent changes by the Federal Aviation Administration, security procedures at all AMC (Air Mobility Command) gateways and AMC passenger terminals are now revised and in effect. Specific changes that passengers must adhere to are as follows:

- \* Guidelines in Defense Transportation Regulation (DTR), Part 3, addresses troop movement restrictions on the carrying of sharp or edged objects.
- \* All personnel will be required to present at least one form of photo I.D.
- \* Prior to boarding AMC, passenger I.D. cards will be matched against their boarding pass and the passenger manifest.
- \* All passengers will be advised that edged or sharp objects, regardless of length, must be in checked baggage. Any unauthorized items identified in a passenger's hand-carried or checked baggage during inspection will be held and not returned to the passenger until the time of check-in, or when the passenger departs the terminal with their baggage. It will be the passenger's responsibility at time of flight check-in to inform the passenger agent they have an item(s) being held. The check in agent will ensure the item(s) is placed in the passengers checked baggage.
- \* Once the restricted item(s) is placed in checked bag, the passenger is not allowed access to the bag.
- \* At terminals without single-point entry security capability, checked and hand-carried bags will be inspected in accordance with Passenger Terminal Force Protection Guide.
- \* When deploying passengers are authorized in their orders to carry firearms and are processed through the passenger terminal, either originating or transiting, they will be allowed to retain their unloaded firearm provided it has been confirmed as unloaded. They will be briefed to retain positive control over the firearm at all times.
- \* 100% passenger screening is required. This will be accomplished by verification of passenger and baggage match. If a manifested passenger does not show to board the aircraft, all baggage belonging to that passenger(s) will be removed. If passengers are removed or rotated

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from a flight, all baggage belonging to the passenger will be downloaded. No aircraft will be allowed to depart a station until terminal personnel are certain there is a positive match between passengers and baggage onboard the aircraft. As a result, commercial gateway personnel are no longer required to screen checked baggage on a random basis:

- \* All hand-carried items are subject to 100% inspection.
- \* All passengers, duty and space available, regardless of type of mission, must be processed in accordance with these new procedures.

If holding commercial reservations, passengers are responsible to contact CTO or the commercial airline carrier to determine any additional FAA mandated restrictions. Military personnel traveling via commercial are only exempt from the random screening selection process at the time of check-in. Official orders and I.D. cards must be shown at this time. They must, however, comply with all other screening requirements (secondary screening, gate area, etc).

- AIR/RAIL/BUS TICKETING: Customer Transportation Offices (CTO's) will not be able to issue tickets on 16 May 02 between the hours of 1200-1600 due to server update at the CTO Corporate office in Denver CO. Travelers with last minute, official travel requirements must purchase tickets utilizing their individually billed account (IBA) as form of payment and file for reimbursement. CTO's will resume ticketing 17 May 02.

- PASSPORT ISSUANCE: Effective 1 May 02, the Department of Defense (DOD) and the Department of State (DOS) will no longer accept any passport and/or visa application without a copy of the Permanent Change of Station (PCS), Temporary Duty (TDY) or Temporary Additional Duty (TAD) orders. Blanket orders will be considered on a case by case basis when justification is included with the application. This policy will ensure no-fee passports are only issued to authorized DOD personnel with known missions. If applications are not accompanied by orders, they must be accompanied by an Exception Letter (similar to the Expedite Letter and/or combined with the Expedite Letter). The installation commander must sign the Exception Letter and state the reason the orders cannot be obtained (i.e. verbal orders, etc). These exceptions will be considered by the DOD/DOS on a case-by-case basis.

3. The next PLR Meeting will be held on Thursday, 30 May 02 at 0930 in the PSD Conference room.



W. H. PEREZ-SOLERO

Distribution:  
PSDMTRYINST 5216.1N  
List A, B, C, and D